

# OPT APPLICATION MAILING INSTRUCTIONS

**Note: this instructions sheet is NOT part of your application**

Attached to this sheet is your application for Optional Practical Training (OPT). Please make photocopies of all these documents for your records before mailing them to the United States Citizenship and Immigration Services (USCIS).

## STEP 1: Prepare Your OPT Application

- Completed and signed Form I-765**
- Photos:** Two U.S. passport-style photographs. Write your full name and I-94 number gently at back of your photos and place the photos in a small envelope.
- Filing Fee \$410:** Fee can be paid by personal check. Make check payable to "U.S. Department of Homeland Security". Your photos and the personal check should be paper clipped on top of the Form I-765
- Photocopies of the I-20:** Make photocopies of your new I-20 and sign it with a blue ink pen. Sign under the "Student Attestation" section at the bottom of page 1
- I-94:** Print from <http://www.cbp.gov/i94> or attach photocopies of both the front and back sides of your I-94 card
- Photocopy of your passport:** The photocopy must include name, current expiration date, and your photo

Additional Documents (if applicable)

- Photocopies of the I-20(s) with Curricular Practical Training (CPT) authorization
- Photocopies of your previous Employment Authorization Document (EAD)
- Form G-1145, E-Notification of Application/Petition Acceptance (Optional)

Keep your OPT Application Cover Sheet, OPT Request Form, original I-20 and this instruction sheet with you. Do not send them to USCIS.

## STEP 2: Mail Your OPT Application

If your address indicated on the I-765 is **in** California, mail the above documents to:

For U.S. Postal Service:	Private Courier (FedEx, DHL or UPS)
USCIS, PO Box 21281 Phoenix, AZ 85036  <i>(OIP recommends that you send your application by <b>Priority Mail</b> - additional fee will apply)</i>	USCIS, Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

If your address is **outside** California, visit <http://www.uscis.gov/i-765-addresses> for the appropriate USCIS lockbox (address) to send your OPT application.

It is your responsibility to mail your application to USCIS as soon as possible. Your application must be received by USCIS within 30 days of the I-20 issuance date. Fail to send your OPT application in timely manner may result in denial. If you change your mind and decide not to proceed with your OPT application, you must inform OIP.

## STEP 3: Follow Up with Your OPT Application

USCIS will mail Form I-797C Notice of Action to you after they received your OPT application. Your receipt number is printed on this I-797C. You can check the status of your OPT application by entering your receipt number under "Check your case status" at <http://www.uscis.gov/>.

**Reminder: F-1 regulations require you to inform OIP on the name and address of each employer during the Post-completion OPT. Please report your employment information at <http://oip.sfsu.edu/optreporting>**